

How to submit a SEATBELT SURVEY in Iowa Grants

- Go to www.iowagrants.gov and log in
- Click on **My Grants** and then select grant for current fiscal year
- Click on **Status Reports**
- Click on the **blue** font report number in the **ID column** that matches your reporting period (March or August)

Status Reports - Pending				Copy Existing Status Report Return to Components			
ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status
374603 - 01	Monthly	October Activity Report	10/01/2020-10/31/2020	11/15/2020	09/29/2020	On Time	Submitted
374603 - 02	Monthly	November Activity Report	11/01/2020-11/30/2020	12/15/2020		-	Editing
374603 - 03	Monthly	December Activity Report	12/01/2020-12/31/2020	01/15/2021		-	Editing
374603 - 04	Monthly	January Activity Report	01/01/2021-01/31/2021	02/15/2021		-	Editing
374603 - 05	Monthly	February Activity Report	02/01/2021-02/28/2021	03/15/2021		-	Editing
374603 - 06	Monthly	March Activity Report	03/01/2021-03/31/2021	04/15/2021		-	Editing
374603 - 07	Monthly	April Activity Report	04/01/2021-04/30/2021	05/15/2021		-	Editing
374603 - 08	Monthly	May Activity Report	05/01/2021-05/31/2021	06/15/2021		-	Editing
374603 - 09	Monthly	June Activity Report	06/01/2021-06/30/2021	07/15/2021		-	Editing
374603 - 10	Monthly	July Activity Report	07/01/2021-07/31/2021	08/15/2021		-	Editing
374603 - 11	Monthly	August Activity Report	08/01/2021-08/31/2021	09/15/2021		-	Editing
374603 - 12	Monthly	September Activity Report	09/01/2021-09/30/2021	10/15/2021		-	Editing
374603 - 13	Seat Belt Survey	March Seat Belt Survey	03/01/2021-03/31/2021	04/15/2021		-	Editing
374603 - 14	Seat Belt Survey	August Seat Belt Survey	08/01/2021-08/31/2021	09/15/2021		-	Editing

- Click on **Seat Belt Survey** in the table

Components			Preview Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	09/29/2020	
Seat Belt Survey			

- Select the month in which you are reporting on from the **Month of Seat Belt Survey** drop down menu
- Enter # Observed, hit TAB, and enter # Belted

Seat Belt Survey

Per the contract, a seat belt survey must be conducted in March and August of the contract year.

Count those belted and observed in the front seat for an hour or until 100 vehicles are observed; whichever comes first.

Month of Seat Belt Survey March

Seat Belt Survey

Observed # Belted

- Enter your comments, click on **Return to Top**

Comments

Return to Top

- Click **Save**

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant/Project Tracking

Status Report: 374603 - 01

Grant: 374603-Mayberry Police Department

- Click **Mark as Complete**

Seat Belt Survey

Mark as Complete | Go to Status Report Forms

Per the contract, a seat belt survey must be conducted in March and August of the contract year.

Count those belted and observed in the front seat for an hour or until 100 vehicles are observed; whichever comes first.

Month of Seat Belt Survey

Seat Belt Survey

Observed

Belted

Compliance percentage 0%

- Click **Submit**

Components

Preview | Submit

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	10/09/2020
Seat Belt Survey	✓	10/09/2020

- If there are no further edits to this form, click **OK**

1602261706536

www.iowagrants.gov says

Submitting the Status Report will lock all sections from further editing.
Have you completed all sections? Are you sure you are ready to submit this Status Report?

OK

Cancel

Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

Status Report Submitted Confirmation

You have successfully submitted your Status Report with Status Report ID [377557]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking [here](#)

FYI – Seat Belt Surveys are due by the 15th of the following month (March results are due April 15, August results are due September 15), indicated on each status report (see below):

Status Reports - Pending					Copy Existing Status Report Return to Components			
ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status	
375962 - 02	Monthly	November Activity Report	11/01/2020-11/30/2020	12/15/2020	10/05/2020	On Time	Submitted	
375962 - 03	Monthly	December Activity Report	12/01/2020-12/31/2020	01/15/2021	10/06/2020	On Time	Submitted	
375962 - 04	Monthly	January Activity Report	01/01/2021-01/31/2021	02/15/2021	10/08/2020	On Time	Submitted	
375962 - 05	Monthly	February Activity Report	02/01/2021-02/28/2021	03/15/2021		-	Editing	
375962 - 06	Monthly	March Activity Report	03/01/2021-03/31/2021	04/15/2021		-	Editing	
375962 - 07	Monthly	April Activity Report	04/01/2021-04/30/2021	05/15/2021		-	Editing	
375962 - 08	Monthly	May Activity Report	05/01/2021-05/31/2021	06/15/2021		-	Editing	
375962 - 09	Monthly	June Activity Report	06/01/2021-06/30/2021	07/15/2021		-	Editing	
375962 - 10	Monthly	July Activity Report	07/01/2021-07/31/2021	08/15/2021	10/07/2020	On Time	Submitted	
375962 - 11	Monthly	August Activity Report	08/01/2021-08/31/2021	09/15/2021		-	Editing	
375962 - 12	Monthly	September Activity Report	09/01/2021-09/30/2021	10/15/2021		-	Editing	
375962 - 13	Seat Belt Survey	March Seat Belt Survey	03/01/2021-03/31/2021	04/15/2021		-	Editing	
375962 - 14	Seat Belt Survey	August Seat Belt Survey	08/01/2021-08/31/2021	09/15/2021		-	Editing	

Status Reports - Processed							
ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status
375962 - 01	Monthly	October Activity Report	10/01/2020-10/31/2020	11/15/2020	10/02/2020	On Time	Approved

Last Edited By:

The Iowa Grants system will send you an automated courtesy reminder email 10 days out from the due date indicating a “Status Report” is due soon. The system will email you again 3-5 days out from the due date if you’ve still not submitted the report. The email will come from Iowa Grants and if you have any questions, please contact your Program Administrator.

- If you’ve submitted your report prior to the 5th of the following month, you should not receive this email.

- If you've started your report but not completed and submitted your report (editing status), you WILL receive this email.
- If you've not started your report at all, you WILL receive this email.

From: iowa.grants@webgrantsmail.com
Subject: Status Report Due Soon
Message:

**** Do Not Respond to This Email ****

Your Grant Manager has created a status report due for submission in 10 days for the following grant:

Number: *Your Contract Number*

Name: *Your Grant Title*

Program Area: Governor's Traffic Safety Bureau

Grantee Organization: *Your Organization*

Applicant: *Primary Contact*

This requires your immediate attention, you may log into the IowaGrants.gov grants management system at the following location:

<https://www.iowagrants.gov>